



FOUNDATION

Job Description: **Development Director**

Burlingame, CA

Position Overview

We Teach Science looks for team members with natural entrepreneurship, solid operational sense, the ability to coach and build relationships, and passionate enthusiasm for our mission. We are building a dedicated and collaborative team to scale our program nationally, and we're looking for a Development Director to lead our financial sustainability. If you enjoy a work environment that is fast-paced, full of opportunities for involvement and impact, then this may be the role for you. The Development Director will be responsible for shaping the organization's development strategy to raise approximately \$500K in our 2012/13 fiscal year. This position is based in Burlingame and will include travel to other states as we grow. The Development Director will be a critical member of our senior management team, reporting to the President and meeting regularly with the organization's major individual and institutional donors. Start date ideally June 2012.

Organization Background

We Teach Science Foundation was founded in 2008 with the mission to "motivate, inspire, and mentor American public school students (age K–12) to achieve excellence in the disciplines of math and science." WTS is creating and testing a cost-effective and replicable model for delivering a Remote Tutoring and Mentoring program to students nationwide.

Our core program, Remote Tutoring and Mentoring (RTM), connects science, technology, engineering, and math (STEM) professionals and students remotely, one on one, using the Internet for synchronous mentoring sessions. Mentors receive preliminary and ongoing coaching and training throughout the school year on how to use the RTM program, and of equal importance, on supportive communication skills and collaborative problem solving.

We Teach Science is funded by a number of major foundations, including the Silicon Valley Community Foundation as well as leading Silicon Valley companies like NVIDIA, Microsoft, Cisco, and SAP. We Teach Science is demonstrating a powerful new approach to closing middle-school achievement gap, by training mid-career STEM professionals to become powerful mentors throughout the school year.

We Teach Science has managed steady growth in the past three years, doubling our population served each year, with a 2012 budget of approximately \$500K. This growth is guided by a core management team and an experienced Board of Directors, drawing together leaders from business and education communities.

We Teach Science's Core Values:

- Our employees strive to discover, pursue, and refine their core interests and competencies as the organization matures
- We work collaboratively in decision making by involving all stakeholders
- We look for the opportunities in each challenge as we grow

- Our employees practice honest communication and actively seek feedback for understanding and growth.

Responsibilities:

- **Create & Lead Fund Development Strategy:** Craft a comprehensive fundraising strategy to enable sustainable growth, including individual, foundation, and corporate donors, and exploring potential government support in future years. Expanding our corporate donor base is of particular importance. Ensure that We Teach Science reaches fundraising goals of approximately \$500K in 2012, growing to \$3.0 million per year by 2016.
- **Lead External Relationships with Current & Potential Donors:**
 - Lead relationship-building strategy and activities with major individual donors, personally developing relationships with key donors and prospective donors, and coaching senior staff and board to do the same. Continually build We Teach Science's pipeline of potential supporters, building on referrals from Board members, current advocates, and research. Drive individual giving from an estimated \$75K in 2012/13 to over \$150K in 2013/14.
 - Lead foundation donor cultivation, executing grant writing activities and supporting key relationships, driving giving from an estimated \$150K in 2012/13 to over \$300K in 2013/14, as We Teach Science adds additional geographies.
 - Lead corporate sponsor cultivation, driving giving from an estimated \$375K in 2012/13 to over \$800K in 2013/14, as We Teach Science adds additional geographies.
 - Lead We Teach Science's fundraising launch into new markets in 2013 and beyond
 - Develop and execute We Teach Science's individual and corporate fundraising events.
- **Coach Internal Leaders:** Coach President and Board members on how to effectively fundraise, helping them to identify and cultivate potential donors and steward ongoing major donors.

Qualifications:

All candidates should have a passion for We Teach Science's mission, demonstrated effectiveness as a leader, and excellent written, verbal, and interpersonal communication skills. Additional qualifications include:

- Minimum five years non-profit development or business development experience, preferably in an education environment;
- Minimum two years experience in managing a team of direct reports;
- History of dedicated volunteer activity and/or commitment to non-profit organizations;
- Demonstrated ability to plan and execute major gift activities, including the ability to ask for and close gifts of \$100,000 and above;
- Positive initiative and mature judgment;
- Results-driven;
- Highly organized, self-motivated, and able to manage complex projects, competing priorities and tight deadlines;

- Highly internet savvy, with experience in Word, Excel, donor databases, and other key software tools;
- Able to cultivate, solicit, and steward donors and prospects, asking questions and using listening skills to encourage prospects and donors to talk about themselves and their activities;
- Prior success working closely and building relationships with diverse groups of people;
- Legally eligible to work in the United States; no sponsorship provided;
- Comfortable giving and receiving honest, constructive feedback, and acting as a coach or mentor to staff.

To be successful as a member of the We Teach Science team, you will also:

- Have a passion for We Teach Science's mission and a strong desire to impact an up-and-coming non-profit organization
- Thrive in a fast-paced, creative and fun environment
- Have a sense of humor, even under stress
- Have a very high level of personal and professional integrity and trustworthiness
- Have a strong work ethic, take initiative, and require minimal direction

Compensation & Benefits

- **Salary:** Commensurate with experience.
 - **Health Benefits:** Health coverage is provided, including medical and dental with premiums paid 65% by We Teach Science.
 - **Paid Time Off (PTO):** Standard policy that increases PTO with each year at the organization. We understand that our work doesn't always follow a regular work day and encourage our employees to proactively figure out a schedule for themselves and the team that maximizes productivity and life-work balance.
 - **Non-monetary compensation:** The opportunity to be an integral member of an energetic, innovative, hard-working and rapidly growing team, within an organization that has the potential to significantly change American middle-school education.

Application Timeline:

Applications will be reviewed on a rolling basis until the position is filled. Target start date in no later than July 1, 2012. To apply, please e-mail letter of interest and resume to Aragon Burlingham at aragon@weteachscience.org. We will respond to all applications. Please note that candidates may be asked to participate in pre-employment and post-employment background screening.

We Teach Science is an equal opportunity employer. We encourage applications from all individuals regardless of age, gender, race, ethnicity, religion, or sexual orientation, and evaluate all candidates based on merit.